

Directive

9180.62 06/13/05

CLOTHING AND IDENTITY APPAREL POLICY

1. PURPOSE

This directive transmits revisions to the list of available clothing in the identity apparel program for Grain Inspection, Packers and Stockyards Administration, Federal Grain Inspection Service (FGIS) field personnel.

2. REPLACEMENT HIGHLIGHTS

This directive supersedes FGIS Directive 9180.62, dated 1-7-02.

3. BACKGROUND

In 1977, FGIS recognized the need for expanding an Agency policy of providing coveralls to Agricultural Commodity Graders for use when performing export stowage examinations. Originally, the Agricultural Marketing Service, Grain Division, adopted the policy of providing coveralls for safety and ready identification of FGIS employees in all types of situations. With the exception of adequate footwear for safety reasons, FGIS clothing program has been voluntary. In response to inquiries from inspection personnel and to increase the professional appearance of FGIS personnel, the Agency, in cooperation with the National Council of Federal Grain Inspection Locals and New Orleans local #3157, established an expanded 1-year pilot clothing program in the New Orleans area field offices. The purpose of the pilot program was to determine the extent of employee interest and to obtain experience in implementing a voluntary clothing program. The pilot proved so successful that all FGIS field offices were given the opportunity to participate.

Since the pilot program began, we have added lab coats, blue and brown work pants, white and navy polo shirts, tan coveralls, rain wear and insulated overalls to the list of approved clothing. Additionally, FGIS furnishes each employee a name tag bearing the FGIS emblem.

4. POLICY

- a. The beneficial impact of a professional appearance on service delivery and employee moral and attitude has been widely recognized by both private and government employers. A standard dress policy will improve service delivery by readily identifying FGIS inspectors from inspectors of other companies and promote a service-oriented work ethic.
- b. Employees eligible to participate in the clothing program include all permanent full-time (including seasonal) inspection personnel, all other full-time agricultural commodity graders, and all part-time and intermittent agricultural commodity aids and technicians who have worked for the Agency for at least 2,250 hours within the last 3 years.
- c. Participating employees must wear a white or navy shirt or white blouse, with the FGIS emblem on the left sleeve (1-1/2 inches below the top center shoulder seam) or left breast pocket and blue or tan pants or coveralls. The employee identification badge shall be worn above or on the left pocket of the shirt or blouse.
- d. Eligible employees will be provided a custom order form on the first of January of each year. Providing there is adequate funding available, eligible employees will have a \$150 annual allotment for approved purchases. The custom order form will have sizing information, each eligible employee will be responsible for placing their orders, making exchanges, or returning incorrect orders directly with an Agency designated supplier. Agency supplied clothing shall be worn only while performing official duties, including appropriate lunch breaks, commuting time, etc. Participating employees are responsible for any appropriate repair and cleaning of their clothing.

5. FURTHER INFORMATION

Direct questions concerning this directive to Bill Bates, Policies and Procedures Branch at (202) 690-0961

David Orr, Director
Field Management Division

Attachment

USDA GIPSA - CLOTHING VOUCHER

| MEN'S | Style | DESCRIPTION | COLOR | Price |
|--------------|-------|---|--------------------|-------|
| Woven Shirts | 101 | Long Sleeve Workshirt (S-5X, Tall M-2X) | White, Navy | 14.49 |
| | 102 | Short Sleeve Workshirt (S-5X, Tall M-2X) | White, Navy | 14.49 |
| | 105 | Aviator Long Sleeve Shirt (S-3X, Tall M-2X) | White, Navy | 20.99 |
| | 106 | Aviator Short Sleeve Shirt (S-3X) | White, Navy | 20.99 |
| | 121 | Dress Poplin Long Sleeve (S-3X, Tall M-2X) | White, Navy | 18.99 |
| | 122 | Dress Poplin Short Sleeve (S-3X) | White, Navy | 18.99 |
| | 1120 | 50/50 Polo (S-5X) | White, Navy | 14.99 |
| Knits | 1126 | 100% Cotton Polo (S-3X) | White, Navy | 15.99 |
| | 2120 | Long Sleeve Polo (S-3XL) | White, Navy | 16.99 |
| | 201 | Heavy Duty Work Pants (Even Waists 28-66) | Navy, Tan | 15.99 |
| Pants | 1725 | Pleated Hvy Dty Wrk Pnts (28-33, Even 34-50) | Navy, Tan | 18.99 |
| | 2015 | 100% Cotton Durapress (Even Waist 28-50) | Navy, Tan | 24.99 |
| | 2045 | Full Cut Twill Pants (28-33, Even 34-60) | Navy, Tan | 22.99 |
| Coveralls | 2501 | Work Pants - Relaxed Fit (Even Waists 30-50) | Navy, Tan | 18.99 |
| | 313 | Short Sleeve Poplin (S-3X, Tall M-2X) | Navy, Tan | 28.49 |
| | 319 | Long Sleeve Poplin (S-3X, Tall M-2X) | Navy, Tan | 28.49 |
| | 314 | 100% Cotton Twill (Evn Cht 34-54, Tall 38-50) | Navy | 39.99 |
| | 316 | LS Heavy Duty Twill (Even 36-54 Tall 40-50) | Navy | 28.49 |
| | 328 | Insulated Overalls (S- 3XL) | Navy, Brown Duck | 58.99 |
| | 321 | Insulated Overalls (S -2XL, Tall L - 2XL) | Navy, Brown Duck | 65.99 |
| | 1647 | Insulated Snap On Hood | Navy, Brown Duck | 9.99 |
| | 1305 | SS Heavy Duty Twill (Even 36-54 Tall 40-50) | Navy | 28.49 |
| | 1640 | Brush Cotton Cap with Logo | Navy | 4.99 |
| Hat | 840 | SuperWeartex Rain Parka (S-2XL) | Yellow, Blue, Pine | 35.99 |
| Rainwear | 841 | SuperWeartex Rain Pants (S-2XL) | Yellow, Blue, Pine | 31.99 |
| Lab Coat* | 380 | Men's Lab Coat (34-50) | Navy, White | 20.99 |
| WOMEN'S | Style | DESCRIPTION | COLOR | |
| Woven Shirts | 1405 | Long Sleeve Oxford (6-24) | White | 20.99 |
| | 1406 | Short Sleeve Oxford (6-24) | White | 20.99 |
| Pants | 1725 | Pleated Heavy Duty Work Pants (4-20) | Navy, Tan | 18.99 |
| | 268 | Elastic Waist Pants (S-3X) | Navy, Tan | 18.47 |
| Lab Coat* | 382 | Woman's Lab Cost (XS-2XL) | Navy, White | 20.99 |

Please write in the style number, color and size for Safety Footwear. **Steel Toe only.**

| STYLE | DESCRIPTION | COLOR | SIZE | TOTAL PRICE |
|-------|-------------|-------|------|-------------|
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Notes: The Men's and Women's Lab Coat is not approved by FGIS for use in a chemical laboratory .
On the order form please write in the style number, color and size for Safety Footwear. Steel Toe only.
Employees may still purchase the Flannel Lined Coaches Jacket.